

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

PAROLE/PROBATION SPECIALIST

JOB DESCRIPTION

Employees in this job function as professional specialists with responsibility for a parole or probation program or specialty area, or as an administrative assistant to an administrator or executive. Positions are (1) designated as specialists by the Appointing Authority; (2) accepted and classified by Civil Service; (3) require advanced knowledge in the field of work; (4) responsible for highly complex assignments; (5) the scope of responsibility is significant; and (6) the job function has considerable impact within the department. Typically, positions in this job do not supervise.

There are three classifications in this job.

Position Code Title –Parole/Probation Specialist-2

Parole/Probation Specialist 13

The employee functions as a second-level specialist or as an administrative assistant to an office director, division director, or equivalent-level administrator.

Position Code Title –Parole/Probation Specialist-3

Parole/Probation Specialist 14

The employee functions as a third-level specialist or as an administrative assistant to a bureau director or equivalent-level executive.

Position Code Title – Parole/Probation Specialist-4

Parole/Probation Specialist 15

The employee functions as a fourth-level specialist or as an administrative assistant to an executive.

First-level specialists are classified at the advanced level of the Parole/Probation Officer job.

JOB CONCEPTS

Specialist jobs are evaluated by the appointing authority using the ECP Group Two Professional Specialist Position Evaluation Worksheet to recommend the appropriate classification level. Civil Service reviews the factors for job complexity, the scope of the program or specialty, and the impact of the job functions to determine the classification level. There are two types of specialist jobs:

Program Specialist: The predominant and essential function of the job is its assigned responsibility for an accepted program that is statewide,

departmentwide, agencywide, or the equivalent scope. Such jobs are responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization.

Staff Specialist: The predominant and essential function of the job is to serve as an expert in a particular specialty area or professional discipline that is statewide, departmentwide, agencywide, or the equivalent in scope. Such positions are responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization.

Administrative Assistant jobs predominately and essentially function to advise and assist an administrator or executive in all areas for which the official is responsible. The positions report directly to the official in a staff capacity and are typically involved in budget development, program planning, policy and procedures development, representing the official at meetings, and are otherwise, assisting in all areas of the official's responsibilities.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Administrative Assistant

Advises and assists the official in all areas of responsibility.

Carries out special projects as assigned by the official.

Assists in program planning, policy, and procedural development.

Participates in budget development.

Represents the official at meetings.

Specialist

Develops and coordinates a specialized corrections' program in a specified area included in such programs as Community Alternative Programs, Community Program Operations or the Electronic Monitoring Program, at the regional level or above.

Develops long-range plans, programs, and policies for the specialized program.

Formulates procedures, policies, and guidelines for assigned parole/probation programs.

Maintains cooperative working relationships with federal, state, and community agencies involved in the work.

Prepares budgets.

Maintains records and prepares reports and correspondence related to the work.

May perform related essential functions appropriate to the class as required.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: The degree of knowledge required is a function of job complexity, program or specialty scope, and impact, which increases with the level of the position.

Administrative Assistant

Knowledge of the principles and techniques of administrative management; including, organization, planning, staffing, training, budgeting, and reporting.

Knowledge of fiscal planning, budgeting, and management.

Specialist

Knowledge of the operational and technical problems involved in the administration of a specialized program.

Knowledge of the assigned program specialty.

Ability to develop and coordinate a specialized corrections program.

Administrative Assistant and Specialist

Knowledge of methods of planning, developing, and administering programs.

Knowledge of state and federal laws and legislative processes related to the work.

Knowledge of reporting methods and techniques.

Knowledge of social attitudes.

Knowledge of interviewing techniques.

Knowledge of behavioral problems, mental illnesses, and minority group problems.

Knowledge of psycho-sociological factors in the committing of crime.

Knowledge of the psychological effects of incarceration.

Knowledge of parole and/or probation laws pertaining to adults and departmental policies relating to the work.

Knowledge of the techniques of parole and probation supervision and treatment.

Knowledge of community organizations and resources.

Ability to conduct investigations and to evaluate findings.

Ability to recognize pathological behavior.

Ability to formulate a plan of social and economic rehabilitation for individual cases.

Ability to obtain cooperation of parolees, probationers, relatives, employers, and private and public agencies.

Ability to plan, direct, and coordinate program and administrative activities of a complex, interrelated, and interdependent nature where unknowns and numerous contingency factors are involved.

Ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources.

Ability to plan, coordinate, and expedite work projects.

Ability to maintain records, prepare reports and conduct correspondence related to the work.

Ability to maintain favorable public relations.

Ability to interpret complex rules and regulations.

Ability to communicate with others verbally and in writing.

Working Conditions

The employee is assigned to a specific area of the state.

Employees may be subject to call at all hours.

Some jobs require an employee to work in a hostile environment.

Some jobs require an employee to work in adversarial situations

Some jobs require an employee to be exposed to hazardous work situations.

Some jobs require travel.

Some jobs require direct contact with prisoners and patients.

Physical Requirements

The job duties require an employee to work under stressful conditions.

Education

Possession of a bachelor's degree in criminal justice, correctional administration, criminology, psychology, social work, counseling and guidance, child development, sociology, school social work, social work administration, educational psychology, family relations, or theology.

Experience

Parole/Probation Specialist 13

Four years of experience as an adult parole/probation officer, including two years of experience working with adult offenders equivalent to a Parole/Probation Officer P11.

OR

One year of experience working with adult offenders equivalent to a Parole/Probation Officer 12.

Parole/Probation Specialist 14

Five years of experience as an adult parole/probation officer, including three years of experience working with adult offenders equivalent to a Parole/Probation Officer P11.

OR

Two years of experience working with adult offenders equivalent to a Parole/Probation Officer 12.

OR

One year of experience working with adult offenders equivalent to a Parole/Probation Specialist 13.

Parole/Probation Specialist 15

Two years of experience working with adult offenders equivalent to a Parole/Probation Specialist 13.

OR

PAROLE/PROBATION SPECIALIST

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One year of experience working with adult offenders equivalent to a Parole/Probation Specialist 14.

Special Requirements, Licenses, and Certifications

The Department of Corrections will not hire individuals who have been convicted of a felony or who have felony charges pending, in accordance with Public Act 140 of the Public Acts of 1996.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

<u>Job Code</u>	<u>Job Code Description</u>
PARPROSPL	Parole/Probation Specialist

<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
Parole/Probation Specialist-2	PAPRSPL2	NERE-083
Parole/Probation Specialist-3	PAPRSPL3	NERE-084
Parole/Probation Specialist-4	PAPRSPL4	NERE-085

ECP Group 2
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PAP/VLWT//KM/JBS/Team Leaders